

April 14, 2004

MEMORANDUM FOR

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From:

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Chief, Governments Division (GOVS)

Subject:

Monthly Activity Report — March 2004

HIGHLIGHTS

We crafted a division mission statement and will soon release it to the GOVS Intranet site.

We submitted the final tables and printed materials for the 2002 Census of Governments' Vol. 3-1, *Employment of Major Local Governments*, to ACSD. This will go to print shortly. Tables for Vol. 4-6, *Employee Retirement Systems of State and Local Governments*, are undergoing an internal review.

The 2004 Annual Survey of State and Local Government Employment mail went out, as scheduled.

Staff delivered the 2003 Medical Expenditure Panel Survey sample to EPCD, as scheduled.

We released the report, *State Government Finances: 2002*, via the Internet. At the same time, we released revised tables and files for the State Government Finances: 2001.

We made excellent progress on the Finance Phase of the 2002 Census of Governments toward our goal of having a complete file by mid-May.

The vacancy rate for RPA analyst positions is 15%, despite efforts to fill positions as rapidly as possible. This impacts our S&E finances.

Staff participated in the NEO Expo on March 16.

On March 22, we delivered the 2002-2003 Common Core of Data school and agency data file and preliminary tabulations to NCES.

We delivered the 2002 NPEFS data files and documentation to NCES on March 31.

We delivered the 2002 Public Library Survey final unimputed public-use file and the third iteration of the imputed file with updated documentation to NCES on March 31.

On March 11, we met with the Director of the Bureau of Justice Statistics to discuss the discontinuation of "Letters of Intent" and Temporary Work Authorizations at the onset of FY 2005, timeliness of Interagency Agreements, and assurance of full-cost recovery.

SECTION 1. RECURRING PROGRAMS AREA (RPA)

2002 CENSUS OF GOVERNMENTS

2002 Census — Organization Phase (Census Volume 1, Number 2). We placed final state descriptions for 12 states on the Internet, and ACSD is working on another. Staff has drafted descriptions for 25 other states which are in various stages of review. Only 12 states have not reached the draft stage because of incomplete research.

2002 Census — Employment Phase. We returned Volume 3-1, *Employment of Major Local Governments*, tables and materials to ACSD, which is making the final corrections for the printed publication. For Volume 3-2, *Compendium of Public Employment*, we have completed the table drafts and currently have them under internal review.

2002 Census — Finance Phase

Local Government Finance Data

- As a result of an accelerated data review, the staff completed work on 13,500 units this month. We loaded the final batch of central collection data, bringing the total in the system to 54,400 out of a universe of 74,000 (without school districts). The staff has passed more than 99% of the loaded units. Only two states, MI and SC, still require work.
- The response rate is 77% for all governments (including schools districts). Our emphasis, in the final collection and processing stages, was on ensuring that we have all large governments. This was highly successful. For example, we are missing only one city of more than 50,000 populations.
- Past the data review, staff has been resolving problem cases, looking for coverage gaps, running individual government edit tests on the entire file and for those units with retirement and/or school data, and running units through the wider IFS edit. When we find anomalies, we are identifying and searching the Internet and the Single Audit database, calling units directly, and the like for any available financial information that will help resolve matters.

Imputations. We submitted respondent data for general-purpose governments in five states (AL, AR, IA, ID, and NM) to ESMPD for the development of imputed data for nonrespondent units. ESMPD is working on this.

Independent Elementary–Secondary School District File. We provided ESESB with the AR property tax/intergovernmental flow adjustments. When the branch finishes that, we will load these data into the GPS, completing the Census of Governments file.

IPEDS. We are still searching for a few missing higher-education units. As we locate the audits, the staff compiles them.

Bond Buyer Automation. We developed an automated system to extract debt issues and other relevant items for our fiscal year periods from the Bond Buyer database. Since our greatest problems were in MI and NY, we matched our ID with the Bond Buyer data for those two states. We continue discussions on further automating this system.

State Government Finances. We released the report, *State Government Finances: 2002*, on March 24. By previous agreement with PIO, we did not issue a press release for the report, but did put a notice on the TIP Sheet. We discovered a problem in the final data tabulation application as we were preparing the tables and files for public release. The problem involved two new variables which we had introduced for the 2002 Retirement System data to measure market value of certain types of assets for state pension systems. The data tabulations did not account for all applications, accidentally omitting some financial activity.

Major Local Government Finances. We completed the compilation work on basic sources for all of the major local government units. Only four major governments remain incomplete—Riverside County, CA; Indianapolis; New York City; and Boston—principally because we are missing some minor sources. As usual, analysts continue to work on editing and reviewing all units.

Finances of Public Employee Retirement Systems (Vol. 4–6). Staff is making an internal review of the tables for this report.

State Government Tax Collections. We released revised tables and files on the Internet. Analysts revised the tables to be fully consistent with the just-released report, *State Government Finances: 2002*.

STATE AND LOCAL GOVERNMENT FINANCE SURVEYS

2001 State Government Finances. We released revised FY 2001 tables and public-use files on March 24. We had more than a normal number of revisions to this year's data as a result of the careful 2002 data review. Following our current revision policy, we will not coordinate the state file with the state/local file at this time.

2003 ANNUAL FINANCE

State and Local Government Finances. NPC began work on the backlog of 450 office compilations. NPC is current in the scan edit and keying. We have loaded units reporting electronically, but have held data from the F-forms. We have put data review on hold, pending completion of the 2002 COG.

State Government Finances. We now have basic sources for 33 states. Washington State came during March, as did additional supplemental sources for other states. We did not complete any additional compilations, since we gave priority to our work on 2002 major locals and the closing out of the 2002 State Government Finance survey.

State Government Tax Collections. We have tax data for all 50 states, from which we developed preliminary tables and files for the 2003 report. We are reviewing these. In two cases, we had to use the sum of four quarterly reports (PA and WY). Analysts are reviewing the data and making corrections, as needed. For example, during March, we worked closely with officials in the Illinois Comptroller's Office to develop better measures for that state's corporate and individual income tax collections. This will not only improve the FY 2003 state tax report, but all future ones. Analysts revised and updated the SAS computer programs that we use to tabulate the final data.

Major Local Government Finances. We have basic sources for 28 units, an increase of one during the month (Riverside County, CA). The data collection continues, as does compilation of basic and supplement sources, which we are doing on a time-available basis.

Public Employee Retirement System Finances. The current response rate is 21% for the local government systems. NPC staff continues local nonresponse follow-up. For state systems, the response rate is 71%. GOVS staff is conducting state nonresponse follow-up and researching Web sites for financial reports. We began keying state system forms.

2004 ANNUAL FINANCE

State and Local Government Finances — Central Collection. Indiana forms continue to flow into NPC. We started forms design for Montana and Wyoming. At this point, we have completed forms design, printing, and dispatch for seven (of 18) central collection states.

QUARTERLY FINANCE SURVEYS

Quarterly Survey of State and Local Government Tax Collection

New Processing System. Analysts completed a documentation draft for the third component of the new processing system that covers major local government tax collections (F-73).

Survey Work. Response rates for the 2003 quarter four were 66% for the local property tax component, 87% for the major local tax component, and 94% for the state governments. The new Web-based system for local property tax collections yielded about 10% of the total. We provided 2003 fourth quarter tax files to BEA in mid-March and released the 2003 fourth quarter tables and files to the Internet on March 30, all on schedule.

Quarterly Survey of Public Employee Retirement System Finances

Third Quarter, 2003. The final response rate is 62%. Analysts reviewed the tables, and we will move data to the Internet in the beginning of April.

Fourth Quarter, 2003. The response rate is 58%. Analysts are editing the data.

First Quarter, 2004. We delivered the mail file and flyer about our new Internet response system to NPC on March 30.

ANNUAL STATE AND LOCAL GOVERNMENT EMPLOYMENT

2003 Annual Employment. The final 2003 response rate is 76%. Staff continues to edit local units. Approximately 230 units loaded with edit failures remain to be reviewed.

2004 Annual Employment. Our mailout took place on schedule. NPC received the mailout file, containing 17,100 units, on March 9 and mailed forms on March 17. The NPC staff completed the special handling E-15 multiple-unit mailout on March 16, and GOVS staff completed the central collection mailout on the same day. GOVS programmers completed work on the Internet site on March 16.

REIMBURSABLE SURVEYS

2002 MEPS. We received 582 completed responses (82%), including 45 states. Staff continues to work on nonrespondent follow-up and editing of the certainty questionnaires. We completed worksheets calculating the prorated data for all 150 noncertainty governments and are transcribing the data onto questionnaires. We extracted brochure data for 80% of the plans received. We sent two additional batches to NPC for data entry, bringing the total to 12 batches (300 questionnaires).

2003 MEPS. Analysts completed updating contact information and other fields for the sample input file. We delivered the sample input file to EPCD for review on schedule. Because of a problem with rounding on the sample weight, we reran the calculation, delivered a new file, and EPCD approved the revised file. We received the first and second drafts of the Governments forms, reviewed them, and returned them with comments to EPCD. We discussed with EPCD questions to be pretested during the problem resolution phase of the 2003 survey cycle. Certainty and noncertainty governments will be included in two sections of the pretest: spouse restrictions, prescription drug coverage for retirees, and contributions for new retirees.

OTHER RECURRING PROGRAM ACTIVITIES

E-Basic Initiative. The programmers completed and released a test application for review in early March. Analysts are in the process of testing and working with this prototype. They are documenting the results and providing comment. We will submit a report to the programmers in April.

Finance Redesign Initiative. We continue to work with representatives from ESMPD's questionnaire redesign unit and expect to have a draft of the F-32 shortly. We plan to meet with staff involved in outlier editing by the end of the month. Specifically, ESMPD raised the issue of using significance/selective editing procedures. We submitted documents for review which contain detailed descriptions of proposed changes to the survey variables. Included in this were explanations of the changes to ensure that we comply with the Census Bureau's statistical and tabulation standards.

Central Collection Initiative. Based upon our detailed central collection schedules, we are continuing our state-by-state review. Part of this concerns measuring resources devoted to each of our central arrangements. We are using Indiana as our test case. We set up a tentative 2004 central collection schedule, which analysts are reviewing. We discuss adding source file data displays within the GPS, trying to reduce paper outputs.

Knowledge Management. We had initial discussions concerning methods for intra-branch dissemination of knowledge learned while editing. We set up a general editing/compilation notes section, by state, on the Network for staff to document statewide issues.

Change Control. Based upon the software development process group, we continue to utilize the standard change control template to request and control modifications to our Non-Jacket Finance application. Following CMM methodology, the division-wide software development group is reviewing an overall project plan requesting management approvals, prior to proceeding into requirements development.

Staffing. The roster of RPA analyst positions currently has a vacancy rate of about 15%. This follows several more retirements, out-of-division promotions, and general staff movement. This is especially bad in PFAB-B, which has four open positions. We are making a concerted effort to get people in for interviews, but this has been very slow. It is time consuming for managers, slowing down other work.

SECTION 2. SPECIAL STATISTICS AREA (SSA)

EDUCATION STATISTICS

The following programs are sponsored by the National Center for Education Statistics (NCES), Department of Education (DOEd).

Common Core of Data (CCD) Nonfiscal Surveys

2002–2003 Education Agency, School Universe, and State Nonfiscal Surveys. We received comments on the second iteration of school and agency deliverables from the sponsor on March 2 and March 18. We are reviewing all comments and preparing a response. We revised the locale code methodology and generated new codes. We delivered a school and agency data file and the preliminary tabulations to the sponsor on March 22.

The sponsor has requested more changes to the State Nonfiscal documentation and data file. We need answers from four states in order to make these changes.

2003–2004 Education Agency, School Universe, and State Nonfiscal Surveys. We have received school, agency, and state submissions from four states using reporting software. We have edited three states. We have made changes to the software edits at the request of the sponsor. Census staff continues to help respondents with their submissions.

Staff participated in a New Coordinator Training session with the sponsor on March 22 and 23. We presented an overview of the processing, data editing, and report verification schedules and procedures. We gave new coordinators a hands-on demonstration on how to use the CCD collection software and Excel formatting macro. We included a review of all of the Web reports and Web forms.

2000–2001 Historical Files. We continue to await comments on the revised imputed State Nonfiscal Survey file.

National Public Education Finance Survey (NPEFS)

FY 2001 NPEFS. We sent revised imputations to the sponsor on March 10.

FY 2002 NPEFS. We completed the file documentation and sent the files to the sponsor on March 31.

FY 2003 NPEFS. Twelve states submitted data. Fourteen states completed their data plans. Staff sent edit notes to three states; these states have not responded to the edit notes.

Most of the Web application is up and fully functioning. We loaded the membership data and requested the Title I and Title VI revenue data from the sponsor. We have a problem with the crosswalk files sent to us by states in MS–Access format. We have not been able to load these states' data into the database. Programmers are working on this problem. We have assured those states' respondents that we will accurately record their submission date.

For the first time, we decided to send out all notes and edit packages by e-mail, for quicker respondent receipt, without using FedEx. E-mail also enables us to track respondent receipts. The package consists of a signed cover letter with notes attached. This year, the sponsor announced bonus points for states returning edit notes responses within two weeks after receiving the edit packages. We will conduct nonresponse follow-up if we do not hear from states within ten days.

School District Finance Survey (F-33)

Historical File Documentation. We sent revisions to the 2001 file documentation and the final data file to the sponsor on March 26. The new data file includes adjustments that supplement the file with federal aid detail from the GEPA file from Westat.

FY 2002 School Finance Survey. Staff members completed the review of "state payments on behalf" adjustments and the publication table edits. We sent a file containing all of the independent school systems to the Public Finance Analysis Branch. We continue to work with ACS D to produce our FY 2002 publication.

FY 2003 School Finance Survey. We received responses from 50 states confirming their plans to participate and how they will submit their data. Nineteen states submitted data in March, bringing the total of state data submissions to 25. Staff members are keying data to a spreadsheet as they are received from NPC. Staff began processing data for two states.

The response rate for the debt and asset supplementary data forms is 66%.

LIBRARY STATISTICS

Public Libraries Survey (PLS)

FY 2002. We delivered a revised public-use file (unimputed with suppression) to the sponsor on March 16. The sponsor approved the restricted-use unimputed file. We delivered the third iteration of the imputed file incorporating updates requested by the sponsor, along with updated documentation, on March 31.

We questioned the sponsor about the parameters they specified to use in reimputing the Electronic Resource Users because it differs from an existing edit. We told them we would discuss this with ESMPD.

On March 15, we sent a note to the sponsor regarding a request from the State Data Coordinators to reposition the imputation flag next to the appropriate data element. On March 16, we sent the sponsor a detailed proposal regarding a procedure for deleting and cleansing Web addresses in the data files.

We applied a password protection system to secure sensitive information on the Census Web site. We notified the State Data Coordinators of this change and sent them passwords on March 18.

FY 2003. We received submissions from 19 states and edited 13 states. Staff members continue to help respondents with their submissions.

Other PLS. We met with ESMPD to discuss edit research. We provided them with listings of priority edits for review, a compilation of SDC problems and concerns with the edits originally reported and edited but unimputed data files for FY 1999–2002, final imputed files for FY 1999–2001, and a list of changes made by the sponsor to reported data.

At the March 2004 Federal–State Cooperative System Steering Committee meeting, we presented our first draft of the edit evaluation report to the Data Collection Subcommittee. It was well received. We will make another presentation at the general session of the Annual Conference in December 2004.

We continue to develop specifications and procedures for processing and programming.

State Library Agencies (StLA) Survey

FY 2002. The sponsor released the ED TABS on March 24. We sent all materials to NPC for printing.

FY 2003. The edit review is complete for 43 of the 51 states that submitted data. We await comments from the eight states regarding edit follow-up.

We continue to send weekly updates to the sponsor and other stakeholders. The status report is available on the NCLIS Web site for each state's Chief Officers and respondents to review.

We continue to await direction on the format of the ED TABS report from the sponsor. The sponsor agreed that the current format of the drafted ED TABS sent to the Steering Committee will not change this year.

Other StLA. The StLA committee meeting was held March 10–11. A committee member presented a proposal for the revision and deletion of numerous data elements. Because the committee could not review all recommendations, several Steering Committee members will address the remaining items and prepare a report for the September meeting.

Academic Libraries Survey (ALS)

FY 2002. We continue to work on the file documentation and publication text. We ran the ED TABS with final shells and are now reviewing the data. We expect delivery of the final files and ED TABS to the sponsor in April.

FY 2004. We revised the draft minutes from the Academic Library Association winter meeting, held in San Diego, and forwarded these to committee members for approval.

Other Activities. We continue to meet monthly with NCES staff to discuss the status and issues of their surveys.

CRIMINAL JUSTICE STATISTICS

The following programs are sponsored by the Bureau of Justice Statistics (BJS), Department of Justice.

On March 9, we met with the sponsor to discuss a new national data collection effort, mandated by the Prison Rape Elimination Act of 2003. Subsequently, we provided the sponsor with a cost estimate for this work.

On March 11, we met with the sponsor to discuss the discontinuation of "Letters of Intent" and Temporary Work Authorizations at the onset of FY 2005, timeliness of Interagency Agreements, and assurance of full-cost recovery. Staff from Budget, Finance, and DSD also attended this meeting.

On March 15, we provided the sponsor a cost estimate for conducting a 2004 Census of Law Enforcement Agencies.

National Judicial Reporting Program (NJRP)

2002 NJRP. The response rate is currently 96%. All respondents have committed to submitting data. We provided ESMPD with two counties requiring substitution (Walworth, SD and Strafford, NH) and received data from the replacement counties (Wright, IA and Monroe, PA). We continue to update crosswalks, recode and reformat data receipts, and edit receipts on a flow basis.

As of March 31, 2004, we have spent \$76,249, representing 24% of the contract amount. This project is currently on schedule and within budget.

National Prisoner Statistics (NPS)

Web Development. Programming staff continues to make additional enhancements to the NPS-1B (advance year-end counts) and NPS-1 (annual survey) analyst pages to track updated respondent notes and prior-year data.

2003 NPS-1B. The response rate is currently 82%. Nonresponse follow-up and editing operations have begun.

2003 NPS-1. The response rate is currently 31%. Table and edit specifications were prepared and forwarded to the programming staff.

As of March 31, 2004, we have spent \$26,886, representing 34% of the contract amount. This project is currently on schedule for completion in June 200, and within budget.

Annual Survey of Jails (ASJ)

2004 ASJ. Staff updated the schedule of activities and mailout specifications for the upcoming survey cycle. We provided the programming staff with revised Web application questionnaires, computer edit, keying, and individual/jurisdiction file specifications. Staff faxed a revised cover letter and collection forms to the sponsor for approval.

As of March 31, 2004, we have spent \$322. This project is currently on schedule and within budget.

Deaths in Custody

2003 Deaths in Custody — Local Jails

Web Development. Programming staff completed programming the analyst page, used to track updated respondent counts by method of return and type of form.

Quarterly Reports. We continue to receive, check in, and key responses for the quarterly forms. To date, we have 654 reported deaths.

Annual Summary. The overall response rate for both annual questionnaires is 63%. Programming staff continues to work on edits.

As of March 31, 2004, we have spent \$23,251, representing 15% of the contract amount. This project is currently on schedule and within budget.

2004 Deaths in Custody — Local Jails

Web Development. Programming staff completed work on the Web application to incorporate reporting from local facilities in the existing application.

Quarterly Reports. We mailed the CJ-9 and CJ-10 forms. We are receiving and checking in responses for 2004 quarterly reports.

As of March 31, 2004, we have spent \$11,361, representing 11% of the contract amount. This project is currently on schedule and within budget.

2003 Deaths in Custody — State Prisons

Quarterly Reports. The response rate for each quarter is 100%, 96%, 94%, and 80%, respectively. We continue to receive, check in, and key responses for the quarterly reports. Reminders were e-mailed to nonrespondents.

As of March 31, 2004, we have spent \$32,615, representing 26% of the contract amount. This project is currently on schedule and within budget.

2004 Deaths in Custody — State Prisons

Web Development. The programming staff completed the Web form development. We gave the sponsor passwords to enable testing of the application.

As of March 31, 2004, we have spent \$14,946, representing 30% of the contract amount. This project is currently on schedule and within budget.

Criminal Justice Expenditure and Employment (CJEE)

2000 and 2001 CJEE. We provided revised public-use files to correct a mixed methodology in the population figures. We fielded questions relating to the meaning, and scale, of the personal income figures on the file.

2002 CJEE. Work continues on the completion of the 2002 Finance census.

As of March 31, 2004, we have spent \$12,038, representing 6% of the contract amount. This project is currently on schedule and within budget.

Census of Adult Probation and Parole Agencies, 2005. We have collected administrative information from 49 out of 53 parole agencies. Additional information, requested by the sponsor regarding feasibility of collecting information at the field office level, has been obtained from 39 states.

As of March 31, 2004, we have spent \$41,206, representing 8% of the contract amount. This project is currently on schedule and within budget.

Survey of Administrative Records on Sexual Assault, 2004. There was no activity this month.

As of March 31, 2004, we have spent \$34,902, representing 6% of the contract amount. This project is currently on schedule and within budget.

JUVENILE JUSTICE STATISTICS

The following programs are sponsored by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Department of Justice.

We forwarded the 2004–2005 interagency agreement to OJJDP on March 31.

On March 22, staff attended a data briefing for the administrator of OJJDP and his staff. The purpose of this briefing was to provide an overview of corrections data activity, to demonstrate the utility of the data, and to encourage its use as a resource.

2003 Census of Juveniles in Residential Placement (CJRP). We added one private facility to the universe during the month, bringing the total to 3,685 facilities (1,244 public and 2,441 private facilities). We continue to key and edit forms and make nonresponse calls to central and single reporters. We periodically meet with ESMPD staff to plan imputation procedures. Programming staff continues to design additional reports for our use.

National Juvenile Directory Program (NJDP). Staff continues to update the directory with changes received during the processing of the 2003 CJRP data.

General

On March 4, staff co-chaired a session at the 2004 Fed CASIC Conference. The title of the session was “IT Adoption and Development in CAI Survey Organizations — The Management Perspective.”

On March 15, we provided a demonstration of Web reporting for staff from the DSD.

SECTION 3. INFORMATION SYSTEMS AND FEDERAL PROGRAMS AREA (ISFPA)

Federal Assistance Award Data System (FAADS). We received and completed processing 45 (of 46) data files for the fourth quarter of FY 2003. We still await the once-a-year submission from the State Department. We received 30 files for the first quarter of FY 2004 and have completed processing 28 of them.

Consolidated Federal Funds Report (CFFR) and Federal Aid to States (FAS). Staff provided 45 FAADS federal agency data files for input to our initial FY 2003 CFFR processing. Data edits and analytical displays are complete for all of them. We reviewed and approved 15 of these files. We reviewed and sent substantive data coverage and quality questions to 12 additional agencies. Staff processed the first 23 of 35 annual CFFR (only) data files. At month’s end, we still await the submission of GSA’s Federal Procurement Data Center file, covering approximately \$300 billion in defense and non-defense procurement awards.

Staff received and completed initial processing for 59 of the 60 FY 2003 annual FAS files. DOJ’s Office of Justice Programs has not yet submitted its file.

Current plans are to release the FY 2003 CFFR and FAS data and reports in mid-to-late May.

Federal Audit Clearinghouse (FAC). We received two draft reports from the Office of Inspector General (OIG), Department of Commerce. These reports document the recently completed OIG reviews of the FAC database and supporting IT systems. Both reports were generally favorable of the FAC and its work. Staff drafted and forwarded comments for inclusion in the Director’s responses to these reports.

Staff guided the new Form SF-SAC and Instruction revisions through the final stages of the ACSO forms design process. Staff finished a first draft of edits for processing the new form in the PDES. Staff issued IDES specifications for Page 1 of the 2004 form revision and is developing specifications for pages 2–4.

Staff continued researching new cognizant agency assignments (CAAs) for 2002 and processed 48 accepted CAAs. Staff sent reminders to the federal agencies with pending CAAs. Staff traveled to NPC for a week to assist in CAA research and related follow-up work.

Staff released the Image Management System (IMS) to OMB and the NSACs for review. Staff compiled a list of questions and draft responses regarding the IMS and provided it to OMB. Staff updated the disclaimer page to satisfy OMB requirements. Staff updated the list of authorized IMS federal agency users.

Staff participated in making a training video for the American Institute of Certified Public Accountants.

Miscellaneous. In response to a request from the CAO, staff attended a meeting in Washington, DC, with officials from Killeen City, Texas. The mayor, city manager, three city councilmen, and two partners with the law firm representing the city participated in this meeting. Staff provided a briefing on federal financial assistance data sources available from the Census Bureau. The briefing and materials distributed were very well received.

Staff participated in a Census Bureau meeting with the U.S. General Accounting Office (GAO). This is the latest of three recent GAO requests for information involving FPB projects. At this meeting, staff provided a variety of data and related documentation regarding federal funds going to, and used by, various entities in Puerto Rico.

NETWORK ADMINISTRATION

Staff responded to and resolved over 58 IT–Remedy hardware and software trouble calls during the month. An untracked number of trouble calls were responded to for users who did not use the IT–Remedy system. Staff continues to provide client and server support to the division, with numerous client-side upgrades, installations, and repairs.

Staff continued to work on the new GOVS09WEBCL test Internet/Intranet server. Updated versions of ExcelWriter, SAFileUp, and PDFLib were installed on govso9webcl. Testing of the new system continued, and results were documented. We expect to begin migrating applications during the next few weeks.

The MEPS 2002 application was upgraded to v. 7.06 and the Microsoft Jet 4.0 database engine was upgraded to SP8 on govscit00 and govscit01. MEPS 2001 was uninstalled from these servers.

Research, planning, and work for the migration of the Harvester Internet Server to the new hardware configuration and Windows Server2003 continued. The domain controllers and database server have been completed and tested. Work continued on building and configuring the cluster server. Staff met with members of CSvD to discuss the Harvester upgrade project, and they agreed to the revised system plan. Staff completed CSvD's Customer Document form, necessary for housing equipment at the BCC, and await a response from the Installation Managers group. A follow-up meeting with TCO has been scheduled to finalize and schedule the migration.

During the month, connection problems experienced by users and administrators of the Citrix Server Farm were corrected by Citrix XP Service Pack 2. It appears that the recent installation of MDAC 2.8 was the source of the problem. During the course of troubleshooting, work began on a new Citrix server farm; one server member was completed. This server will remain in standby as a backup to the existing farm until further notice.

DATABASE ADMINISTRATION

Work continues on preparing the new Harvester database server for the upgrade to Oracle 9i. All databases on the old Harvester cluster currently reside in Oracle 8i. The upgrade process includes exporting all data from the old databases and importing them into preexisting shells created with Oracle 9i on the new database server.

Regularly scheduled maintenance of overnight batch processes has been completed. Maintenance includes correcting scripts, ending scripts, and adding new reports to existing scripts. This maintenance helps provide a more detailed account of all batch activity and allows the database administrators to address problem areas more quickly.

The use of Apache HTTP Server is required to access additional functionality of our existing Oracle Databases. We currently use Microsoft IIS. To explore the different possibilities of accessing the additional functions, we began researching the use of Microsoft IIS to connect to Apache HTTP Server via a Proxy Plug–In.

INTERNET ADMINISTRATION

GOVS had the following releases to the Internet during the month:

- 500+ updated files for the migration to the FTP Server;
- Completed pages for the migration to the FTP Server for all downloadable files;
- Completed pages/information for the migration to the new server for the www.census.gov;
- Updated State and Local Government Employment Retirement pages for the years 1997–2002, including a link for the Unit ID File;
- 2002 State Finance;
- 2001 State Finance revised files;
- 2002 State Tax revised files;
- Preliminary versions of individual state descriptions for COG 2002;
- The Crosswalk manual (PDF file) for the NPEFS page.

The division had the following releases to the Intranet during the month:

- Added PP #s 3, 4 and 5 to the project list page;
- Updated the GOVS Roster;
- Updated Federal Programs Branch pages;
- Updated Employment Branch pages;
- 2003 State Tax files, in anticipation of upcoming release;
- New links for the LAN Manager's Meeting Notes;
- Activity Reports page to include February Activity Report and New Acronyms List;
- NEO pages to include:
 - New Events,
 - New Power Point Presentations,
 - Branch brochures,
 - Biographies for two new employees;
- Redesigned Activity and Conference Notes pages;
- Released, for peer review, the fourth quarter 2003 Quarterly Tax and third quarter revised files;
- Updated Conference Notes Page to include links to NCES MIS conference for NPEFS and F-33 Reports;
- Updated branch pages to include a link to their brochure for branches that have created a brochure.

Internet staff developed several WebTrends reports for different directories on Harvester.